



DEPARTMENT OF THE ARMY
SEVENTH U.S. ARMY JOINT MULTINATIONAL TRAINING COMMAND
UNIT 28130
APO AE 09114

PECP-EUR-G

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Recognition of Civilian Employees (Command Policy Letter 9)

1. The Joint Multinational Training Command fully supports the Army Incentive Awards Program. Management officials are encouraged to recognize and reward civilian employees in a timely manner for outstanding performance, special achievement and significant service milestones. I expect appropriate distribution of awards among U.S. and Local National, supervisory and non-supervisory, blue and white-collar employees.

2. I trust all commanders and directors to approve performance awards for truly exceptional contributions and they must be tied to performance evaluations or periods of service. An allocation of 1½ % of payroll funds will be programmed for awards. Plan and carefully monitor your awards program to ensure availability of funds throughout the entire year. Supervisors are encouraged to use other forms of recognition, such as letters of commendation, certificates of achievement and where appropriate, high level honorary awards.

3. The following award options are appropriate, and I expect commanders and directors to plan accordingly:

a. US employees rated SUCCESSFUL, Level 1:

- Quality Step Increase (QSI)
- Performance Award (up to 10 percent of basic annual pay)
- Time Off Award (up to 40 hrs) alone or in conjunction with Performance Award

b. US employees rated SUCCESSFUL, Level 2:

- Performance Award (up to 1 percent of basic annual pay)
- Performance Award (up to 1 percent plus up to 20 hrs Time Off Award)
- Time Off Award (up to 40 hrs)

c. Local National employees may receive Performance Awards up to 10%, but are not eligible for Quality Step Increase. Local National employees are also eligible for Time Off Awards as long as it does not exceed 10 workdays of time off during one calendar year. A Time Off Award of up to 5 workdays may be granted for a single contribution. Performance Awards are for a specific 12 month period when supported by narrative justification of:

- EXCEPTIONAL performance (up to 5 percent of basic annual pay)
- HIGHLY SUCCESSFUL performance (up to 1 percent)

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4. **APPROVAL LEVELS:**

- QSI and Performance Awards (up to 3% - O6 approval, JMTC, DOT, JMCTC, JMRC)
- Performance Awards (from 3.1% to 10% - Commander, 7th U.S. Army, JMTC)
- Special Act or Service Awards (up to \$5000 - Commander, 7th U.S. Army, JMTC)
- Special Act or Service Awards (up to \$2500 – O6 approval (JMTC, DOT, JMCTC, JMRC)
- On-the-Spot Cash Awards up to \$500 – O6 approval (JMTC, DOT, JMCTC, JMRC)
- Time Off Awards more than one day – O6 approval (JMTC, DOT, JMCTC, JMRC)
- Time Off Awards up to one day – (immediate supervisors)

A thorough narrative justification must be included with performance evaluations when requesting a performance award.

5. **CERTIFICATES:** Award certificates except (Superior Civilian Service Award and higher recognition) are prepared by the nominating official and signed by the approving official.

6. **CERTIFICATES OF ACHIEVEMENT:** Approval levels are O6s at JMTC, DOT, JMCTC, JMRC.

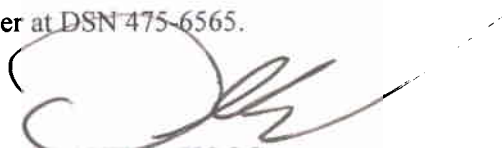
7. **LENGTH OF SERVICE CERTIFICATES:** Certificates for 30, 35, 40, and 45 years of service are all preprinted and signed by the CG, USAREUR. Other Length of Service Certificates are signed by:

- 25 years – Commander, 7th U.S. Army JMTC
- 20, 15 and 10 years – O6 approval at JMTC, DOT, JMCTC, JMRC
- 5 years - not issued automatically. Signed by supervisor/branch chief if requested.

8. **RETIREMENT CERTIFICATES:**

- Each US employee who retires will receive a Certificate of Retirement.
- Each Local National employee who retires and has completed at least 10 years of service receives a Certificate of Retirement
- Supervisors are responsible for preparation of retirement certificates. They are available at the CPAC, and are signed by the Commander, 7th U.S. Army JMTC.

9. Point of contact is Mr. Horst Kirschner at DSN 475-6565.



DAVID R. HOGG
Brigadier General, U.S. Army
Commanding

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